

## **MCMTA GENERAL POLICIES AND PROCEDURES**

1. **ETHICS.** MCMTA upholds the Code of Ethics adopted by the MSMTA (please refer to last page of Student Activities Packet). The principles and aspirations found in the Code of Ethics are not conditions of membership but are goals and ideals that each MTNA member should strive to make an essential part of his or her professional commitment to students, to colleagues, and to society.
2. **RESIDENCY.** Article XII: Policies Section 1. All piano competitions are restricted to students of Montgomery County resident teachers who teach students in Montgomery County. Competitions for instruments other than piano are open to teachers in DC and Maryland regardless of residency or location of studio. Traveling teachers who are Montgomery County residents and who conduct business by traveling to students' homes in Montgomery County have the same privileges and responsibilities as teachers who maintain studios in the County.
3. **VOLUNTEER POLICY.** All teachers who participate in Association events are required to volunteer for these events. The organization can only function if teachers volunteer to assist with student activities. The number of volunteer hours must be commensurate with the number of students entered as specified on the application. The event chair decides the number of hours to be served and the type of service to be given. Teachers may find a substitute to work for them at the event, but the substitute **MUST** be an MTNA member. Failure to adhere to the policy will disqualify teachers from entering students in events for the duration of one year from the infraction. Teachers from other counties who enter students in MSMTA theory or keyboard musicianship exams held in Montgomery County must volunteer in these events.
4. **EVENTS.** When the number of students enrolled in an event exceeds the number of possible places in an event, first-come, first-served will prevail, regardless of registration deadline. Students must bring an original score of the music they are playing to all evaluated and judged MCMTA events. If sheet music is from an on-line source, proof of purchase must be visible/shown. All music used in competitions and recitals must be appropriate to the level. The chair makes the final decision concerning the appropriateness of the music chosen. Teachers should consult the chair before submitting applications. Only necessary photocopies to facilitate pages turns are allowed. No illegal copies are allowed.
5. **JUDGING.** The purpose of judging is to encourage and evaluate the students, and to provide guidelines for advancement. The chair of judged events should send copies of judging forms, as well as guidelines, to judges in advance of the event. Critique forms should be mailed to teachers who will critique at non-judged events.
6. **QUORUM.** A quorum at a general meeting will consist of 10 percent of the membership. A quorum at a board meeting will consist of 10 members.
7. **WEATHER.** If schools are closed, there is no meeting. If schools are delayed for one hour, we will meet. If schools are delayed two hours, we will not meet. If a student activity is held in a venue that may be closed, the decision will be made at least three hours prior to the event and the chair will phone participating teachers and judges if the event needs to be canceled.